

**OFFICE OF THE PRODHAN  
BARA ATIABARI-I GRAM PANCHAYAT  
DINHATA-I PANCHAYAT SAMITY  
G ATIABATI:DINHATA: COOCH BEHAR**

**NOTICE INVITING PRE-QUALIFICATION- CUM-TENDER (TWO COVER SYSTEM)  
(e-Procurement)**

Memo No.- BA-I/143/2021-22

NIT No.-01

Dated : 16/11/2021

Sealed tender is hereby invited in items of rates for the following work by Two Cover System (e-procurement) from resourceful & bonafide Suppliers/Distributors/Authorized Dealers/Contractors as mentioned in ANNEXURE-I of NIT No.-01. The pre-qualification documents are to be uploaded in two separates folders. One of the folders shall contain Technical documents along with scanned copy of challan for cost of bid documents (if any) & copy of challan for earnest money. Financial Bids are to be uploaded in another folder.

**ANNEXURE-I of NIT No.-01**

| Sl. No. | Name of the work   | Source of fund | Amount put to Tender | Earnest Money @ 2% of amount put to Tender | Cost of Tender processing Fees/ (Non refundable) | Time for Tender completion of the work | Credenti al required                                  |
|---------|--|----------------|----------------------|--|--|--|---|
| 1.      | CONSTRUCTION OF PUCCA DRAIN FROM AYESHA CHHIDDIKI MADRASHA TO MOFAJJAL MIAH LAND 18 BAKI UNDER BARA ATIABARI-I G.P UNDER DINHATA-I PANCHAYAT SAMITY. | PBG(SFC)       | Rs.5,52,828.00       | Rs. 11,000.00                              | Rs. 500.00                                       | 30 days                                | Supply of Same types of Material or Construction Work |

**SPECIAL TERMS & CONDITIONS**

- The undersigned is only responsible for publish and upload the documents.
- The authority, for which the undersigned processed the tender, is liable for acceptance or rejection of any documents or bid of the tender.
- The Work order will be issued by the authority, for which, the undersigned floated the tender.
- (i)Intending tenderers should produce credential of a similar nature of work of the minimum value of 40% (for 1<sup>st</sup> call}, 30% (for 2<sup>nd</sup> Call) & 20% for (3<sup>rd</sup> call) of the respective tendered amount put to tender during 5 (five) years prior to the date of issue of this tender notice or (ii) Intending tenderers should produce credential of 2 (two) nos of similar nature of work, each of the minimum value of 30% (for 1<sup>st</sup> call}, 25% (for 2<sup>nd</sup> Call) & 20% for (3<sup>rd</sup> call) of the respective tendered amount put to tender during 5 (five) years prior to the date of issue of this tender notice or, (iii)Intending tenderers should produce credential of one single running work of similar nature which has been completed to the extent of 80% (for 1<sup>st</sup> Call}, 75% (for 2<sup>nd</sup> Call) & 70% for (3<sup>rd</sup> Call)or more and value of which is not less than the desired value (a) In case of running works, only those tenderers who will submit the certificate of satisfactory running wok from the concerned Executive Engineer, or equivalent competent authority will be eligible for tender. In the required certificate it should be clearly stated that the work is n progress satisfactorily and also that no penal action has been initiated against the executing agency i.e.

tenderer.

- **The declaration for extension of time period will be made by the tenderer only one time but not more than 30 days.**
- **The time period will be counted from the very next date of the work order issuing date.**

### GENERAL TERMS & CONDITIONS

1. All the important date, time & venue are being stated in **ANNEXURE-II of NIT No.- 01 of Prodhan Bara Atiabari-I Gram Panchayat.**
2. Intending bidders may download tender documents from website portal of Govt. of West Bengal as [www.wbprd.gov.in](http://www.wbprd.gov.in) or <https://etender.wb.nic.in>. The pre-qualification bid documents duly filled in all respect may be submitted online within the scheduled date & time as per ANNEXURE-II attached with this NIT (as per the Server clock).
3. Prodhan, Bara Atiabari-I Gram Panchayat does not take any responsibility for the delay caused due to non-availability of Internet connection, Internet traffic jam etc. for the online bids.
4. Earnest Money will be deposited in favour of Traditional procedure of depositing EMD through off line instrument like cash or Cheque etc. Or online via NEFT/RTGS in favour of Prodhan, Bara Atiabari-I G.P in UTTARBANGAKHATRIYA GRAMINBANK, A/cNo:4001221030007413,IFSCCODE:CBIN0R40012 ,MICR CODE: 736821525 will have to be deposited in the office of undersigned within 16/11/2021.
5. The bidder must have to submit Tender processing Fees Cash Section of Prodhan, Bara Atiabari-I Gram Panchayat Office. The Cash Receipt of Tender Processing Fees should be uploaded as Tender Document in portal.
6. Name of Technically qualified bidders will be displayed in the portal and this office notice board subject to completion of verification and technical evaluation.
7. The Financial bid document of the technically qualified bidders will be opened for evaluation and selection of qualified bidders for scrutiny and the bid documents of non-qualified will remain unopened. No separate intimation will be given for this, unless the above date is changed. In case of change of date, intimation will be given online. No individual intimation will be given.
8. The tender inviting authority reserves the right to reject or cancel any or all pre-qualification documents and financial bid document without assigning any reason what so ever.
9. Necessary deduction towards GST, Income Tax Welfare Cess etc. Will be made as per Govt. Norms. The earnest Money (2% deposited by the Contractor) will be released after completion of the supply work.
10. Time allowed for completion of work is as mentioned in **ANNEXURE-I of NIT No.- 01** from the date of issue of the supply order.
11. Before submitting any tender, the intending tenderer should make them acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking in to consideration all factors and difficulties likely to be involved in the supply of work in all respect and no claim whatsoever will be entertained on these account afterwards. No extension of completion period or modification in supply work shall be allowed in any circumstances. Therefore, bidders should study the site condition before submitting the tender.
12. All the related documents are to be produced **IN ORIGINAL** to this office as and when asked for.
13. Intending Bidders are requested to download the Tender Document from the websites [www.wbprd.nic.in](http://www.wbprd.nic.in) or [www.wbprd.gov.in](http://www.wbprd.gov.in) or <https://etender.wb.nic.in/within> the stipulated time.
14. Any concealment of fact will be seriously viewed and all tender papers submitted by the agency will be treated as informal and his/her earnest money will be forfeited.
15. Payment certificate will not be treated as credential.
16. Conditional and incomplete tenders shall be summarily rejected.

#### **Documents to be enclosed along with the Tender : (Mandatory Documents)**

1. Duly signed declaration of the Bidder in concerned Bidders Letter Head (Declaration is enclosed herewith in separate Sheet) (Original Copy will be submitted at the time of receiving of Work Order)
2. PAN Card.
3. Up to date Trade License
4. Up to date Professional Tax clearance certificates.
5. Income Tax Return for latest assessment year.
6. GST registration certificate & up to date returns in **FORM-3(B)**.
7. Credential certificate of the work which the Bidder intend to furnish as support of proof of experience.

- 8 In case of partnership firm/Registered Company, the intending Bidder are requested to submit the copy of DEED of partnership/relevant document. If the applicant an authorized signatory he should submit document of authorization (Power of Attorney) in favour along with the application.
- 9 Copy of work order, Work completion certificate & Payment certificate should be submitted of same work for which work the credential certificate has been submitted.
- 10 The bidder should have proof of Financial soundness/capacity from bank or Audited Balance Sheet for previous year or any other proof of Financial Capacity.
- 11 If the bidder submits Credential Certificate of any Gram Panchayat, the certificates must be signed by the Chair Person along with officials (*i.e. Nirman Sahayak / Executive Assistant / Executive Assistant-in-Charge of that Gram Panchayat*) and for other autonomous bodies head of Official Institution will sign the certificate. Otherwise, the Credential Certificate must be treated as invalid.
- 12 **Self Attestation in BLUE INK is necessary for Photo copy uploaded documents otherwise those will be rejected.**

**Opening of Tender:**

- I) All important date, time & Venue in connection with this Tender are being stated in **ANNEXURE-II of NIT No.-01** of Bara Atiabari-I Gram Panchayat.
- II) All participating Bidders are requested to remain present at the time of opening of Technical Bid No. objections in this regard will be entertained raised by any participant will not be present during opening of tender.

**Terms & Conditions of Tender**

- a. All the intending Bidders are requested to visit the sites of works prior to the submission of tender at their own effort and interest.
- b. This Notice Inviting Tender will be treated as part of the Tender Document.
- c. A Bid for which quoted percentage rate, is lower than 15% of the provided price schedule rate, the bid will be considered as unbalanced bid. The bidder must have to submit Analysis of rates for the work for satisfaction of the undersigned and then additional performance secure for unbalanced bid has to be deposited @ 2% of the tendered amount in favour of Prodhan, Bara Atiabari-I G.P in UTTARBANGAKHATRIYA GRAMINBANK,A/cNo:4001221030007413,IFSCCODE:CBIN0R40012,MICRCODE:736821525 will have to be deposited in the office of undersigned within 16/11/2021 in favour of Prodhan, Bara Atiabari-I Gram Panchayat, G Atiabari, Dinhata, will be deposited in said A/C through RTDS/NEFT/CBS system only before issuing of work order.
- d. In case of any day meant for this tender (only Bid Opening) appears to be unscheduled holiday, the next working day will be treated as scheduled/prescribed day for the same purpose.
- e. No materials, tools & plants etc. will be issued by Prodhan, Bara Atiabari-I Gram Panchayat.
- f. **Bid Validity 90 days.**
- g. All the rates of works are inclusive of all taxes, cess, levy, royalties, transportation, loading- unloading, stacking etc. including all other incidental charges therein.
- h. Than the intended Completion date, Liquidated damages at the same rates shall be with held if the Contractor fails to achieve the milestones prescribed in the contract Data. However, in case the Contractor achieves the next milestone the amount of the liquidated damages already with held shall be restored to the contractor by adjustment in the next payment certificate, The employer and the contractor have agreed that is a reasonable agreed amount of liquidated damages and the total amount of liquidated damages shall not exceed 10% of the contract price. The employer may deduct liquidated damages from payments to the contractors. Payment liquidated damages have been paid; the Engineer shall correct any over payment of liquidated damages by the Contractor by adjusting the next payment certificate.
- i. Necessary deduction towards GST, Income Tax etc. will be made as per Govt. Norms and the earnest money (2% deposited by the Contractor) will be released after Final Bill of the work.
- j. Any bill (running account/final) payment of proposed executed work may be made to Agency as per availability of fund. The registered cooperative should submit the registration certificate, current renewal certificate of their cooperative from competent authority with Technical bid.
- k. Escalation claimed by the Agency will not be entertained by Authority.
- l. The authority reserves the right to accept or reject any or any time in the BOQ (Bill of Quantity) quantity or Rate, the Tender inviting authority reserves the rights to correct the same as per approved original estimate.
- m. The progressive and stage wise payment will be made time to time as per availability of specific Fund and depending up on the executed work as follows:

| Sl. No. | Payment Bill                     | Stage of Completion of Work                             |
|---------|----------------------------------|---|
| 1       | 1 <sup>st</sup> R/A Bill         | After completion & execution of 50% of Contract Amount  |
| 2       | 2 <sup>nd</sup> R/A & Final bill | After completion & execution of 100% of Contract Amount |

No bidder can hamper the progress by stating non- payment of bills or non receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work. **Be it noted that work should be completed within the time period. Time of extension will not be allowed in any case.**

- n. The supply work will be done by office specified key materials only.
- o. After evaluate the Financial bid Te successful bidder hast to make an Agreement with this Office on Non Judicial Stamp Paper of Value Rs.10 before issuing Supply order from this office end. He has to submit all relevant documents for registration as vendor on MGNREGA portal immediately.

- p. ExecutionPenalty:** Time is the essence of any contract and may any deviations from completion time will attract penalty @ 1/2% per week delay and maximum of 10% non executed supply work portion.
- 1) The successful Tenderer shall have to start the supply at site within 7 days after receipt of the supply order failing which supply order shall be treated as cancelled with forfeiture of earnest money deposited without assigning any reason.
  - 2) If, the undersigned demand apparatus, for analysis of quality of the supplied materials, the contractor have to provide all machineries to do so at his/her own cost.
  - 3) **Sub-letting** the supply is not permissible and tenderer must submit one undertaking that he will not sub-let the supply under any circumstances. If the authority comes to know that the agency has sub-let the supply work then action shall be taken to terminate the contract and the EMD money will be forfeited.
  - 4) Agency should process the requisite relevant equipment and machineries for the supply work. If equipment and are not deployed as per undertaking given by the contractor, the Engineer in charge is authorized to stop the work and direct the contractor to deploy them immediately. If the contractor fails to carry out the direction, then the authority may take appropriate action including forfeiture of EMD and cancellation of the work order.
  - 5) The contractor shall collect photography/ video photography of the firstly before the start of the work, secondly mid-way in the execution of different stages of work and lastly after completion of the work. The Photograph shall have digital date printed over it. Minimum of 10 such photographs should be submitted at the time of Payment. No separate payment will be made to the contractor for this purpose.
  - 6) The Authority may terminate the contract / supply order due to following reasons:
    - i) Irregular supply
    - ii) Poor quality of supplied materials
    - iii) Adoption of any unfair means during execution of supply work
    - iv) Violation / Non-compliance of any instruction of the authority.

For termination of the contract / work, the authority will issue a 7 days' notice to the agency / contractor to make up the discrepancy / shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D and Performance Security etc.
  - 7) The Undersigned reserves the right not allows the agency to participate in future tenders under the following circumstances.
    - i) Delay in completion of job.
    - ii) Poor performance in items of quality of materials and workmanship.

## ANNEXURE-II of NIT No.-01dt-16/11/2021

### LIST OF IMPORTANT DATE, TIME & VENUE OF BIDS

|   |   |  |
|---|---|--|
| 1 | Name of the work :  | As mentioned in ANNEXURE-I of NIT No. 01   |
| 2 | Date of Publication of Tender:                            | Date : 16 Month : 11 Year : 2021 Time : 08.00 Hrs..  |
| 3 | Period and time for download of bidding Documents :       | From : Date : 16 Month : 11 Year : 2021 Time : 08.00 Hrs.<br>To : Date : 24 Month : 11 Year : 2021 Time : 12.00 Hrs. |
| 4 | Date & time of Submission of Bids :                       | From : Date : 16 Month : 11 Year : 2021 Time : 08.00 Hrs.<br>To : Date : 24 Month : 11 Year : 2021 Time : 12.00 Hrs. |
| 5 | Date & time of Opening :                                  | As follows   |
|   | a) Technical Bids :                                       | Date : 26 Month : 11 Year : 2021 Time : 12.10 Hrs.   |
|   | b) Date of Publication of Technically Qualified Bidders : | Date will be notified later.   |
|   | c) Date & time of Opening Financial Bids :                | Date will be notified later  |
| 6 | Place of opening of Bids :                                | Bara Atiabari-I Gram Panchayat Office  |
| 7 | Bid Validity :  | 90 days  |
| 8 | Officer inviting Bids :                                   | Pradhan Bara Atiabari-I Gram Panchayat,P.O-G.Atiabari,Sub-Div:Dinhata,Dist:Cooch Behar,Pin-736135                    |

*Sd/-*  
*Prodhan*  
*Bara Atiabari-I G.P*

Copy of Detailed Tender Notice forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to :-

1. The DistrictMagistrate,Cooch Behar.
2. TheAdditional ExecutiveOfficer,Cooch BeharZilla Parishad.
3. The Sub-DivisionalOfficer, Dinhata
4. The Block Developmant Officer,Dinhata- I Dev.Block
5. The OfficeNoticeBoard,Bara Atiabari-I G.P.

*Sd/-*  
*Prodhan*  
*Bara Atiabari-I G.P*